



Example of Travel Buyer Job Description

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Our innovative and growing company is looking for a travel buyer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for travel buyer

- Lead the efforts on behalf of the Global Travel team with providing input into the GBSS Global Vendor Governance Committee
 - Work with the GGS Business Manager to prepare and coordinate all communications with respect to our global commodities program
 - Provide support to the GTM and RTMs with supplier engagements, established quarterly supplier reviews and introduction of new initiatives
 - Assist the Global Travel team on all Business Continuity exercises
 - Be responsible for the sourcing, contracting, administration, and out of curated highly experiential DreamTrips
 - Train and create proficiencies in negotiating and contracting terms with Vendors and their appropriate team to adhere to company legal and compliance policies
 - Audit and renegotiate all DreamTrip products proposed by strategic partners and determine if they do/do not meet company standards and the next course of action
 - A proven track record of successfully partnering with and contracting travel vendors, the Prodcut Procurement Professional manages vendor relationships and attends travel marts as a buyer and brand ambassador at least 2 times per year
 - Understands cultural differences, travel patterns and traveler desires specific to the assigned market or program
 - To be educated to a Degree standard
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- Strong procurement / strategic sourcing background with proven successes in developing and implementing sourcing strategies within indirect categories, either directly or through advisory engagements
- Comfortable working with e-Sourcing tool
- Procurement admin experience
- Skilled at contract negotiation with a track record of vendor relationship management
- Experience as a brand ambassador and travel trade show experience is preferred
- Provide strategic and functional assistance for the portfolio of commodities services owned by Global Travel Services